



Position Announcement

The United States Peace Corps program in Kosovo seeks qualified and motivated candidates for the following position:

Program Manager for English Education Sector

Peace Corps is an American organization that places volunteers in communities throughout Kosovo, working in primary and secondary education. The Program Manager will oversee the development and management of a program supporting the training and work of American volunteers placed throughout Kosovo in public schools. **The position is expected to commence by the end of November 2013.** The Program Manager will:

- Research and analyze program opportunities in the sector to further develop and diversify the program and its aims of designing programs relevant to the needs of Kosovo.
- Develop and maintain a network of contacts in the sector and serve as liaison with Kosovar host agencies.
- Develop and conduct experiential technical training programs and workshops.
- Maintain professional relationships with Volunteers and other professional contacts.
- Produce and maintain program documentation including a project plan, monitoring and evaluation systems, site reports, volunteer assignment descriptions, and public outreach materials.
- Travel extensively throughout Kosovar to visit host organizations and volunteers to develop and assess suitability of volunteer placements.
- Serve as a technical and cultural consultant providing support, training, and guidance in project design, management, and community development.

Mandatory Qualifications

Education: University Degree required, preferably in business or management.

Professional Work Experience: Minimum 5 years experience working in related fields, such as international program administration, education, community development and training.

Language: Fluent Albanian, Serbian and English (both written and oral) required.

Knowledge & Skills:

- A working knowledge of the Kosovar educational system, government structures, ministry activities and initiatives.
- Demonstrated abilities to maintain professional networks of contacts with organizations and/or government officials through personal contact and correspondence.
- Demonstrated abilities in supervision, management, monitoring and evaluation. Experience counseling or providing feedback to others.
- High quality written composition and translations skills
- Demonstrated abilities in strategic planning and project design and management.
- Training design and facilitation experience utilizing experiential, adult-education methodologies.
- Experience working in a cross-cultural setting as a part of an intercultural team
- Excellent interpersonal communication and organizational/time management skills.
- Demonstrated willingness and effectiveness working cooperatively in teams.

- Excellent computer skills.

Important: Qualified and interested candidates should send a description of their qualifications and CV by e-mail to jobs@mk.peacecorps.gov (please state the position you are applying for and your last name in subject line of e-mail correspondence). Closing date: applications need to arrive no later than Monday, October 7, 2013. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.